UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 4651.1B Ch 1
G-1
8 MAY 2013

WING ORDER 4651.1B Ch 1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: DEFENSE TRAVEL SYSTEM (DTS) POLICIES AND STANDING
      OPERATING PROCEDURES (SOP)

Encl: (1) New page inserts to WgO 4651.1B

1. <u>Situation</u>. To transmit new page inserts to the basic Order.

2. <u>Execution.</u> Remove pages 6 and 7 and replace it with the
corresponding pages.

3. <u>Filing Instructions</u>. File this Change Transmittal
immediately in front of the signature page of the basic Order.

P. D. BUCK
Chief of Staff

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WgO 4651.1B
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WING ORDER 4651.1B

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: DEFENSE TRAVEL SYSTEM (DTS) POLICIES AND STANDING
        OPERATING PROCEDURES (SOP)

Ref: (a) Department of Defense Financial Management
            Regulations (DODFMR)
        (b) MCO 4650.39
        (c) Joint Federal Travel Regulations (JFTR), Appendix O
        (d) Joint Federal Travel Regulations (JTR)
        (e) DOD 4500.9-R
        (f) Guide to Managing Travel-Incurred Debt
            (Defense Travel Training Resources)
        (g) DTS Financial Field Procedures Guide
        (h) CG II MEF MSG DTG 081539Z Nov 10

Encl: (1) DTS Routing Flow for Authorizations, Vouchers and
            Local Vouchers
        (2) DTS Training

1. Situation. To establish basic policies and procedures
governing the operation and use of DTS within 2d Marine Aircraft
Wing (2d MAW). DTS is a Department of Defense (DOD)-mandated,
web-based, end-to-end paperless electronic Temporary Additional
Duty (TAD) travel system which allow Marines to request,
construct, and liquidate travel from the desktop. DTS
integrates and facilitates all three main parts of TAD travel-
the reservations (i.e., airline, rental cars, and commercial
lodging), the authorizations (formerly called TAD orders), and
the voucher (travel claim). The references provide further
information on travel policies and procedures.

2. Cancellation. WgO 4651.1A Ch 1.

3. <u>Mission</u>. To effectively and efficiently utilize DTS within 2d MAW to process all TAD requests, authorizations, and vouchers, as well as all vouchers for local travel (in and around the Permanent Duty Station).

4. <u>Execution</u>

    a. <u>Commander's Intent</u>. This Order applies to both Operations and Maintenance, Navy (O&M, N) and Operations and Maintenance, Marine Corps (O&M, MC) funded TAD orders. 2d MAW units must use DTS to process all TAD requests, authorizations, travel vouchers, and local area travel vouchers (travel in and around the permanent duty station). When processing Invitational Travel Authorizations (ITAs) for non-DOD personnel (mainly medical escorts and legal witnesses), a minimal DTS profile will need to be created to process the authorization and voucher for the Special Circumstance Travel (SCT). The unit's S-1 will gather the required information from the traveler to create the SCT authorization and voucher. The units Non-DTS Entry Agent (NDEA) will input the SCT and ensure all supporting documentation is uploaded to the substantiated document section of the authorization/voucher. All travelers will self-register and use DTS to input/process their travel authorizations and travel vouchers. Units will also designate a NDEA to input travel authorizations/vouchers only for Commanding Officer travel, Group Travel and ITA requirements. Travelers and administrative personnel will no longer use paper based TAD requests except for exceptional circumstances (all TAD document processing will be through the DTS). Organizational Defense Travel Administrators (ODTA) will ensure travelers and NDEAs are trained prior to using DTS.

    b. <u>Concept of Operations</u>

        (1) <u>DTS Processing</u>. All TAD travelers will self register and input requests for TAD orders, hereafter referred to as a Travel Authorization (TA), in DTS using their Common Access Card (CAC). Travelers are responsible for complying with government travel policies, to include use of government quarters and messing when available and the government travel charge card policy. Travelers will utilize DTS to make their own airline, rental car and commercial lodging reservations, with the exception of military on-base lodging reservations until future DTS functionality supports this. The travel authorization will route electronically following a routing list established by the unit ODTA's. The local Commercial Travel Office (CTO) will be the first routing element to ensure timely

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booking of travel reservations. Once the CTO stamps the TA it will automatically route to the next DTS routing official (Group or Squadron Officer in Charge (OIC)/Staff Non-Commissioned Officer in Charge (SNCOIC) S-1, S-3, etc.). The Group and Squadron routing officials must include a "mission" review (section OIC, S-3, etc.) to ensure that the traveler is authorized the TAD per the individual unit, as well as a Group or Squadron level fiscal review for funding availability and validation of proper utilization of Line of Accounting (LOA). The final routing official who approves the TA is the designated Group or Squadron Authorizing Official (AO). Once the TA is stamped approved the traveler will print a copy of the TA and itinerary and execute the TAD. Within five working days after returning from TAD, the traveler will submit a voucher in DTS, and attach all required receipts, which will process through the routing list to the AO for final approval. Once the AO stamps the voucher approved the claim will be routed to the accounting system and paid by Defense Finance and Accounting Service. DTS will automatically split-disburse mandatory reimbursements to the Government Travel Charge Card (GTCC) (i.e., payments for airline, lodging and rental cars) with the remainder being deposited via Electronic Funds Transfer (EFT) into the traveler's designated financial institution. The traveler will ensure split disbursement is used to cover additional charges to the GTCC and the AO will verify that the traveler obligated adequate funds to cover the additional charges prior to approving the voucher. Enclosure (1) delineates the recommended DTS routing list within 2d MAW for authorizations, vouchers and local vouchers.

      (2) <u>Accountable Officials</u>. All DTS routing officials, to include NDEAs, reviewers, authorizers, certifying officials, and approvers, as well as the CTO, Travel Office, Finance Defense Travel Administrator (FDTA), ODTA, and Lead Defense Travel Administrator (LDTA) are accountable officials. They are responsible for ensuring that all payments are supportable, legal and correct. All accountable officials, especially the AO (approved stamp), shall have pecuniary liability (have personal financial liability) for any illegal, improper or incorrect payments that result from information, data, or services (certification) they negligently provide (previously only disbursing officers had this liability). Unit AOs must be Officers or Staff Noncommissioned Officers and have completed the Certifying Officer's Legislation (COL) and Fiscal Law training. 2d MAW LDTA/ODTA will assist AOs in completing COL training and the DD Form 577, Record of Appointment. AOs must maintain a copy of their signed DD Form 577 in their offices.

When an AO no longer holds the position, the appointment must be revoked in writing, and the ODTA notified so changes are made in DTS promptly. Appointment and revocation of appointment letters must be archived for six years and three months after the AO no longer holds the position. The DD Form 577 must be signed by the unit Commanding Officer. AOs will retain a copy of the DD Form 577 and deliver the original to their ODTA. ODTAs will ensure a DD Form 577 and COL is completed and on file prior to granting associated permission levels within DTS. The original DD Form 577 will then be forwarded to the LDTA, and the ODTA will retain a copy.

(3) <u>Entitlements</u>. Reference c and d govern the specific entitlements associated with travel. AOs are responsible to ensure that they approve only authorized and necessary expenses for travelers as outlined in reference c and d. All unit AOs must therefore thoroughly familiarize themselves with reference c and d. Additionally, Government Service Administration (GSA) City Pair flights are mandatory for all commercial air travel when available. AOs will not approve exceptions without written authorization from the Squadron-level Executive Officer (minimum). Web based training and training opportunities are available through the DTS website http://www.defensetravel.osd.mil or through the unit ODTA (see enclosure (2)).

c. <u>General Tasks</u>. 2d MAW personnel will use DTS to process all aspects (and types) of TAD orders, reservations, authorizations, and vouchers. DTS will also be used by NDEAs to process all Group travel authorizations. Travelers, AOs and ODTA's must also ensure that all cancelled/unexecuted TAD trips are appropriately canceled in DTS to prevent the loss of unit funds. Unit Budget Defense Travel Administrators (BDTAs) (Unit Fiscal Officers) are designated as the Debt Management Monitors (DMM), and with assistance from the 2d MAW FDTA (2d MAW Comptroller), are responsible to manage the repayment of outstanding travel advances/debts from unit members. AOs and travelers will ensure that all travel receipts (i.e., all airline, lodging and rental car receipts) and all receipts for authorized expenses over $75.00 are appropriately faxed or scanned into DTS when submitting a travel voucher. Unit AOs will ensure that travelers without a GTCC are provided travel advances as required through DTS (by EFT).

(1) Specific Tasks

    (a) Roles/Responsibilities

        1. LDTA (2d MAW). Responsible for day-to-day DTS operations within 2d MAW. This individual is appointed in writing and is assigned to coordinate DTS deployment and sustainment activities. Per reference b, the LDTA responsibilities include:

        a. Provides customer support regarding system operation procedures, problems and entitlement questions.

        b. Establish and monitor internal controls for permission and access levels to maximize separation of duties and to minimize fraud, waste and abuse in DTS per reference b and g.

        c. Maintains traveler profile information being collected and properly entered into DTS.

        d. Ensures Marines are properly added, detached and deleted from DTS by ODTAs.

        e. Ensure each unit ODTA initiates and maintains DD Form 577 for all DTS responsible personnel within their command.

        f. Oversees the establishment of the organization routing structure for approving and certifying travel.

        g. Coordinates any system issues, including upgrades and system discrepancy reports, with higher headquarters.

        h. Provides/coordinates Tier 2 Help-Desk support.

        i. Provides approval override permissions (based on Group Certifying Official individual appointments when the traveler's AO is unavailable).

        j. Coordinate with Disbursing and provide them with a monthly Voucher Approval Status report to comply with the MEF audit/review requirement. Communicate with

audit/review disbursing personnel and subordinate commands for corrective action.

       2. <u>ODTA</u>. ODTAs are the Points of Contact (POC) for unit DTS operations for travelers and AOs/Certifying Officials assigned to their organization. Per reference (b) the ODTA responsibilities include:

       <u>a</u>. The unit S-1 will be assigned as the ODTA.

       <u>b</u>. ODTAs will provide enhanced Tier 1 help desk support after the traveler and/or unit-level ODTA/AO/Certifying Official has exhausted all other means of resolving DTS issues. The ODTA (not the individual traveler) will contact the Tier 2 help desk for assistance/resolution as necessary.

       <u>c</u>. Load, update and maintain the profiles, organizational tables, routing lists, groups, permissions, and production reports.

       <u>d</u>. Accept new DTS self-registrations.

       <u>e</u>. Establish a training program for their unit.

       <u>f</u>. Receive travelers under their organization as part of the check-in process.

       <u>g</u>. Detach travelers as part of the check-out process.

       <u>h</u>. Ensure that a system of checking-in and checking-out with the ODTA is implemented.

       <u>i</u>. Run the "Unsubmitted Voucher" report weekly in DTS to determine which travelers have not properly submitted a travel voucher. Additionally, the ODTA will ensure applicable delinquency letters are sent to travelers who have not submitted their travel voucher as required. Maintain delinquency documentation either through hard copy binder or electronically to verify and validate letters is being tracked for processing vouchers and inspections purposes.

       <u>j</u>. Appointment/Termination letters (DD577)

for approving official and authorizing official access to the DTS will be maintained at the unit level for a period of five years.

   <u>k</u>. Establish and monitor internal controls for permission and access levels to maximize separation of duties and to minimize fraud, waste and abuse due to over access in DTS per reference b and h.

   <u>3</u>. <u>FDTA (2d MAW)</u>. The 2d MAW Comptroller is the Wing FDTA and must be appointed in writing as an Accountable Official (DD Form 577). The FDTA is the travel funds administrator for control and oversight of the DTS LOAs, budgets, funds, and collection of debt. FDTAs should be familiar with the Financial Field Procedures Guide that is available via the DTS website (under the Documents and Downloads link, under Document Library). Per reference b, the FDTA responsibilities include:

   <u>a</u>. Support the LDTA in managing DTS.

   <u>b</u>. Manage travel data by reconciling the official accounting system with DTS.

   <u>c</u>. Ensure LOAs are properly established, used, and maintained in the AO's DTS budget module, and are labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label. The 2d MAW FDTA will establish DTS LOAs as necessary and as requested by Group BDTAs.

   <u>d</u>. Prevent violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices.

   <u>e</u>. Assist, and train Group DMM's in the collection procedures to recover monies owed to the United States by travelers, as required by reference (b).

   <u>f</u>. Monitor and control all 2d MAW X-ORG LOA (both internal and external) requirements to ensure funds are being managed appropriately. X-ORG LOA's support will be provided by the Comptroller and available for only three to five days and then will be removed.

   <u>4</u>. <u>DMM</u>. Debt management in DTS is required by references a and b which will be the responsibility of the BDTA (Group Fiscal Officer), with assistance and oversight from the

2d MAW FDTA. References f and g provide additional guidance for the unit DMM. Duties and responsibilities of the DMM are outlined in the Debt Management Monitor Roles and Responsibilities document, which can be accessed on the DTS Travel Center Website http://www.defensetravel.osd.mil/dts/site/index.jsp. Per reference b the DMM responsibilities include:

      a. Ensuring the traveler has been served due process.

      b. Providing additional instructions to the traveler on how to make payment.

      c. Providing instructions on the Waiver/Appeal process.

      d. Initiating payroll collection when required.

      e. Initiating Out of Service Debt processing when required.

      f. Facilitating accomplishment of the Post Payment Review (PPR) process to establish a debt.

      g. Monitoring all DTS travel debt utilizing the Debt Management Module and Reports to update waiver request/status and update appeal request/status.

      h. Establish and track accounts receivable for Due U.S. debts.

      i. Establish and maintain a hard copy binder or electronic tracking system to ensure all debt is managed throughout the DMM process to include reports, active debt and completed debt. This internal control process will validate the procedures established and justify actions taken by the DMM.

      5. BDTA. Assists the FDTA in budgetary, LOA, X-ORG issues and additional functions as required. The BDTA creates and maintains budgets for their organization, and may credit, edit and remove budgets. The BDTA is responsible for funds control and complies with local financial policies. The BDTA responsibilities include:

     a.   Support the LDTA/FDTA is managing DTS.

     b.   Manage travel data by reconciling the official accounting system with DTS.

     c.   Allocate funds to the appropriate DTS budget module after funds have been certified as available by the Comptroller.

     d.   Request assistance from FDTA to ensure LOAs are properly established, used and maintained in the AO's DTS budget module, and are labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label.

     e.   Prevent violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices.

     f.   Initiate debt collection action to recover monies owed to the United States by travelers, as required by reference (a).

     6. Accountable Officials. Accountable Officials involved in the travel management process shall serve as control points within the organization which includes billets as the AO/Certifying Official and Reviewing Personnel. AO/Certifying Official and Reviewing Personnel responsibilities include:

     a.   Ensuring that a system of internal procedures and control (for the portion of the entitlement and payment related processes under their cognizance) is in place to minimize opportunities for erroneous payments, and to ensure that all procedural safeguards affecting payments are observed.

     b.   Complete COL training and provide certificate to ODTA.

     c.   Complying with all applicable DOD regulations (JFTR), policies and procedures, including this SOP.

     d.   Taking timely action in response to inquiries initiated by a reviewing official with regard to possible or actual erroneous payments.

e.   The accuracy of facts stated on a travel voucher, and in supporting documents and records.

f.   Accurate computation of certified travel vouchers.

g.   Legality of a proposed payment.

h.   Repaying a payment that, unless the payee or others repay the amount on behalf of the payee by collection or offset, or the amount is collected from other accountable official (reviewers) or relief of liability is granted: is determined to be illegal, improper or incorrect.

i.   Review and approve travel documents (authorizations, travel vouchers and local vouchers) submitted by the traveler.

j.   Ensure that the arrangements and "should-cost" estimates for TAs are reasonable and consistent with mission requirements prior to approval. AO's will be responsible for ensuring the travel is in compliance with regulations and policy.

k.   AOs without approval override cannot authorize travel when the should-cost estimate exceeds the amount of funds available in their travel budget. If this situation occurs, the AO must contact their Group BDTA for guidance.

l.   When the AO approves a TA, funds are removed from the budget module and obligations are posted to the accounting system. The AO has pecuniary (personally) liability for the funds disbursed when they apply the "approved" stamp to advances or vouchers being liquidated.

m.   The AO is responsible for certifying that a request is reasonable for reimbursement of travel expenses. The AO makes the final decision regarding the traveler's authorization/voucher.

n.   Be very familiar with AO/Certifying Official responsibilities outlined in reference b and c.

o.   Maintaining TAs and receipts for six years and three months. Documents may be maintained either in printed files or electronically.

7. Reviewer. The routing list Reviewing
Official (RO) is an individual who applies the "Reviewed" stamp
to DTS documents. In 2d MAW, every TA will have a "mission"
review to determine the necessity of the trip for the AO. This
"mission" review is assigned by the Commanding Officer and
normally performed by a competent individual in the traveler's
G-1/G-3 etc., who reviews and validates travel authorizations
submitted by the traveler prior to AO/Certifying Official
approval. Upon applying the "reviewed" stamp, the travel
document is subsequently routed to the next person in the
routing chain.

8. Traveler. Travelers are responsible for
creating, digitally signing, forwarding for review, verifying
approval of a TA, and timely submission of the travel voucher or
local voucher within DTS. Except for Group travel, Commanding
Officer travel and ITAs, each traveler will input their own TA
and vouchers. Travelers will digitally sign all DTS
transactions with the Public Key Infrastructure (PKI) digital
certificate located on their CAC. All travelers will note in
their TA the specific purpose of the TAD (i.e., specific (named)
conference, training school/course, inspection, or
deployment/exercise/operation, site visit, or medical TAD). For
medical TAD, a doctor/hospital referral is required prior to
initiation of orders and a copy of the referral will be
electronically submitted with the TA. The traveler will be
responsible for scanning in all receipts in DTS. In accordance
with references a and b, AOs are responsible for retaining
receipts, and must ensure that all appropriate receipts are
scanned into DTS by the traveler before the AO approves the
travel voucher. The traveler must select the appropriate LOA in
the drop down menu based on the type and purpose of travel. If
it is unclear which LOA should be selected contact the Group
BDTA for guidance. During the RO/AO process, this selection
must be verified to ensure the appropriate LOA has been
assigned. The group BDTA is ultimately responsible to ensure
that the correct LOA is utilized.

9. NDEA. The NDEA is designated in writing by
the Commanding Officer and is responsible for the input of TAs
and vouchers for reimbursement in DTS for Commanding Officers,
Group travel authorizations (travelers must still submit
vouchers individually as applicable for Group TA), and ITAs.
When the NDEA electronically signs the voucher (for commanders
and ITAs), the only certification that is made is that the
information contained in the traveler's manually prepared and
signed paper voucher is entered as claimed on that voucher. The

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NDEA is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. The entry agent will electronically attach the signed paper voucher in DTS and must retain the original signed supporting voucher for six years, three months. The NDEA will fax/scan all supporting documents, to include the paper travel request, travel claim, and receipts into DTS.

(b) Payment Methods. In accordance with references a and b, travelers must pay for all transportation charges using the GTCC issued in their name. Reference a and b mandates all GTCC cardholders will use Individual Billed Travel Account (IBA) for all commercial transportation for official travel, therefore all 2d MAW DTS traveler accounts will be setup with the IBA as the default for commercial air, bus and rail transportation. The IBA will be used to pay for lodging, rental car or any other travel expenses. Under unusual circumstances when the member's request for a GTCC is declined or not received prior to departing for travel, the Centrally Billed Travel Account (CBA) will be utilized. Before the travel date, the traveler will confirm with their unit's GTCC Agency Program Coordinator that their IBA is activated and has an account limit that will support the travel charges. The traveler is the owner of this account and is required to reconcile it directly with the bank. For liquidation purposes, the traveler must verify that the appropriate amount is made to the bank for all incurred charges. Split payment to GTCC is the default in DTS and mandatory for military personnel. Travelers have the option to increase the amount of split disbursement to be made to the bank, and are required to use this option to cover additional GTCC expenses.

(c) Creating Travel in DTS

1. General. Individual TAs will be created by the traveler, except for ITAs, group travel, and Commanding Officer travel, for which the authorizations will be created by a designated NDEA. Once created, travelers may adjust the TA until the AO stamps the TA "approved". After AO approval, an amendment must be created in DTS in order to make any changes to the TA. All travelers will use the DTS reservations module to make arrangements for commercial transportation, commercial lodging (except as noted below), and rental car reservations. For detailed instructions on processing travel authorizations, refer to Chapter two of the DTS Document Processing Manual, available via the DTS website (under Training link, select Training Materials). For group travel, the NDEA will create a Group Authorization when there are two or more travelers going

TAD using the same itinerary. Group travel allows the NDEA to create one authorization but requires each traveler to complete a voucher. Reservations for group travel must be made and routed through the CTO/Traffic Management Office (TMO).

2. Air Transportation

a. 2d MAW travelers on official business are required to use the contract carrier GSA City Pair Program unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

b. Commercial airfares can be highly volatile, so as an exception to the mandatory use requirement, DTS allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include: Non-refundable, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Due to the potential for wasted funds, AOs will not approve exceptions to the use of GSA City Pair contract flights without written authorization (e-mail minimum) from the applicable squadron's Executive Officer (XO). Additionally, all travel outside the continental United States must be routed through the TMO to verify the availability of Air Mobility Command flights.

c. Additional information on the GSA City Pair Program, including the answers to Frequently Asked Questions, may be found on the GSA website (www.gsa.gov, select 'Services' link, then select 'Travel' link, then select 'City Pair Program' link).

d. DTS displays a select list of refundable fares. GSA city pairs and capacity controlled flights are always listed at the beginning of the list. City pair flights will be the selection of choice for most travel. Use of other

than contracted city pair flights will require justification on
the pre-audit page (and prior written authority from the
squadron XO). If a government contract flight cannot be found
in the selection list, DTS provides booking assistance via a
text box for comments to the travel office. By using the
selection list or the booking assistance, all commercial flight
reservations and changes to reservations before departure can be
made in DTS.

      <u>e</u>. If the traveler requests flights on a
non-contract carrier and provides a reason for non-use of the
contract carrier in the comments field of the trip record, the
CTO will book the traveler's reservations as requested, but will
also send a comment to the AO via DTS that a contract carrier is
available. The CTO will also forward comments when a less
costly fare is available. If the traveler desires airline
reservations not found in the DTS (e.g., airport unknown,
multiple leg flight), the traveler must place a request in the
comments section of the air segment portion of the reservation
module. AOs have final approval for use of a non-contract
airfare and must justify their use.

      <u>f</u>. The CTO/TMO may provide advice to the AO
regarding lower airfares, better routing, or unauthorized
requests. AOs must be diligent in reviewing and accepting the
advice of the servicing CTO/TMO when approving the mission.

      3. <u>Fly America Act</u>. Travelers and AO's are
prohibited from selecting a foreign air carrier when an American
carrier is available. Foreign airlines partnered on code share
flights for an American carrier are authorized. If travel
requires a foreign carrier, AOs are required to contact the TMO
to ensure compliance with government regulations.

      4. <u>Passenger Name Record (PNR)</u>. Once the AO
has approved the TA, the traveler will get an e-mail confirming
approval and referring to the PNR number. The PNR number is
different than the trip number and should only be used to obtain
a copy of the itinerary from the CTO's website or to make an
inquiry with the CTO. The PNR can also be obtained from the
approved authorization. Once approved, a Tickets Are Waiting
(TAW) date gets applied to the PNR, which will be three business
days prior to travel commencing. The CTO will ticket on the TAW
date. It is the traveler's (and AOs) responsibility to ensure
any unused travel ticket, or partially unused ticket is canceled
and processed back to the CTO.

5. Lodging. All 2d MAW travelers must use government quarters and messing if available when traveling to a military installation or when the use of government quarters is determined more cost and mission advantageous to the government. Exceptions are as follows:

a. Government quarters are not available and non-availability has been provided in the comments to the AO on the Preview screen. If the Confirmation of Non-availability (CAN) is not available, the contact information (name, phone number and date) will be annotated by the traveler confirming that quarters were not available.

b. Travel requires attending a conference or symposium held in a commercial hotel.

c. Use of government quarters would impede mission performance.

d. The AO will make the final determination on government lodging requirements for the traveler. A statement of non-availability of government messing is required to be obtained by the traveler from the TAD command when government quarters are directed but messing is not utilized in order to be reimbursed for the full (commercial) meal or proportional (one or two meals available in government mess) meal rates. Travelers who do not obtain a messing non-availability statement will be reimbursed the (Government Messing Rate available). The statement of non availability must be attached electronically in the voucher with the receipts.

e. A traveler can request CTO support in booking government quarters, and may be required to provide Social Security Number and the command that they are visiting. A link for government lodging is located on the DTS home page under Help Desk to assist travelers.

6. Commercial Lodging

a. DTS provides users with the ability to search for commercial lodging when use of government quarters is not required. Military personnel are required to use government quarters if available when traveling to a military installation. DTS searches using three different search criteria: by specific hotel name/chain, by proximity to the airport, and by proximity to the city. DTS will return availability and rate information sorted at the user's discretion (by either rate category or

price) and notifies the traveler of the authorized per diem lodging rate for the TAD location.

b. If the traveler desires accommodations in a hotel not found in the DTS or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler can select the "request assistance" button, which auto-populates a statement requiring CTO assistance.

c. If a trip requires government lodging, no applicable arrangements are required within the DTS. However, the traveler will go to the Per Diem Entitlements page under the Other Options menu selection and update the lodging costs to the daily billeting rate to ensure an accurate cost estimate is provided to the AO.

7. TAD lodging. All TAD lodging arrangements should be booked through DTS. Exceptions are as follows:

a. Traveler is attending a conference that requires staying at a particular hotel or lodging facility.

b. Lodging is funded and arranged by another service or organization.

c. Travelers are responsible for confirming hotel arrangements when making arrangements through DTS. If canceling reservations, the traveler is responsible for confirming canceled reservations directly with the hotel after canceling the travel in DTS.

d. Traveler should ensure that if lodging reservations are-booked outside DTS, reservations are not booked again in DTS. If reservations have already been made for lodging (through a website or telephone line), the traveler should skip the lodging reservation process in DTS and move forward to the Per Diem Entitlements screen. Otherwise the traveler may duplicate lodging arrangements and charges, resulting in a non-reimbursable traveler debt.

e. If the traveler does not have a GTCC IBA, DTS will secure a reservation on the personal credit card entered by the traveler in their DTS personal profile. If a traveler has neither a personal credit card nor GTCC, he must notify the CTO to ensure lodging and rental car reservations are

secured. This information may be provided via telephone or in the "Comments to CTO" section of the DTS authorization.

8. Rental Cars. If authorized use of rental car by AO, the traveler's DTS default will be for a compact car. Travelers will select the least costly rental car available to meet the mission. Travelers requiring a larger vehicle must justify the requirement in the comments section for the CTO booking and AO approval. The AO must ensure that the traveler provides adequate justification for any rental car upgrades from a compact. Travelers may sometimes get a message that rental car or government rates are not available. In this case, the traveler should request rental car assistance in the comments section to the CTO. Currently, only rental cars at airport locations are listed in DTS. If the traveler requires a rental car at an off-airport location, the traveler may reserve rental cars outside DTS and input the cost in the per diem entitlements. Travelers may also request such a rental car in the comments section to the CTO for assistance, being sure to specify the specific location and time they would like to pick the car up. Travelers will adjust GTCC split disbursement to ensure reservations made outside DTS are paid to the bank in a timely manner when submitting their voucher.

9. Mileage/Non-Mileage Expenses. The traveler should capture as many known expenses as possible in the TA. Mileage expense is only authorized when the traveler is using their privately owned vehicle and confirmation of non-availability of government vehicle has been obtained. Travelers should use the drop-down list available in the expense screens for a list of commonly incurred and authorized non-mileage expenses.

10. Ticketing

a. Electronic Ticketing. All travelers will be issued an electronic ticket to be picked up at the airport, if this form of ticketing is available from the airlines. The electronic ticket confirmation number will be provided by the CTO.

b. Paper Tickets. If electronic tickets are not available or the mission requires paper tickets, the traveler must coordinate with the ODTA or administrative section, in advance, for delivery or pickup of paper tickets from the CTO. If electronic tickets are available and paper

tickets are requested, an additional non-reimbursable fee may apply.

        c. Commercial Travel Office. Will generally ticket three business days prior to travel, only after the authorization has been approved. Travelers can print ticketed itineraries through DTS or request a copy from the CTO.

        11. Travel Required in less than 24 hours

        a. All reservations should be made in DTS, if at all possible. If confirmation of ticketing is not received from the CTO in a reasonable time, the traveler should contact the ODTA or CTO.

        b. If last-minute travel is necessary and occurs over the weekend, the traveler should call the 2d MAW CTO's after-hours number to make reservations at (252) 288-2306. The ticketing must be accomplished at the airline counter. Upon return, the traveler will create the authorization and subsequently the voucher in DTS. When creating the authorization, the traveler should not make reservations but will document actual costs before signing the document. Because the travel has already occurred, the transportation cost data must be entered in the "Other Trans" section on the authorization. The AO will indicate the traveler was authorized to vary itinerary to meet the mission.

        12. Changes to Travel Reservations

        a. The CTO should not make changes to a traveler's selected reservations without authorization to do so from the traveler and/or the AO. The CTO is also responsible for notifying the traveler of any ticketing changes after tickets have been issued. Before departure, changes should be made using DTS. In the rare case when the traveler cannot access DTS, changes to the reservations can be made by phone with the travel office. Changes to the planned itinerary after departure should be made directly with 2d MAW's CTO. This insures the traveler will be in compliance with GSA/DOD rules and regulations and avoids unnecessary charges for guaranteed hotel reservations and airline cancellation fees. If the traveler is out of town or they must call after working hours, call the 2d MAW CTO emergency 24-hour number (252) 288-2306. Changes to reservations will be noted on the voucher by the traveler.

   b.   The traveler is required to obtain
approval from the AO (verbal or written) before making any
changes to the approved TA.   Changes should be made in DTS, if
time allows.   Once the booking stamp is received in DTS, the TA
amendment will reroute for approval.   If the changes are
necessary after tickets are cut or while in a TAD status, the
traveler may contact their servicing CTO via phone to make the
changes or may make changes at the airport.   If the changes are
made after normal work-hours and the travel will take place
before the next official workday, the traveler may call the 2d
MAW CTO emergency 24-hour number (252) 288-2306.   The traveler
will be reimbursed for only those additional charges approved by
the AO, upon completion of the travel voucher.

13.   Cancellation of Travel

   a. Detailed cancellation procedures can be
found in the DTS Document Processing Manual (Chapter 10) on the
DTS Website (select Training link, then select Training
Materials link).   A cancellation matrix is also available within
Self-Support via the Help Desk link on the DTS website.   The AO
must ensure no reimbursable expenses were incurred in
association with the trip prior to applying the "Canceled"
stamp.

   b.   Less than 24 hours out from the travel
date the traveler should cancel directly with the lodging
facility to ensure "no show" charges are not applied to the
account.   The traveler should ensure that a cancellation number
is received.   Any "no-show" charges applied to the traveler's
account will be the sole responsibility of the traveler.   The
traveler will be responsible for any costs associated with
negligence in canceling travel arrangements.   Travelers may be
reimbursed for these fees if timely action was taken in
cancellation.

14.   Unused Tickets

   a.   The traveler must notify the CTO of any
unused or partially unused tickets, as soon as possible.   Unused
tickets must be returned in the manner they were received.   If
an e-ticket is used, the traveler must notify the CTO that the
ticket or partial ticket was not used.   If paper tickets are
provided by the CTO, the tickets must be returned to the CTO
before the cost can be refunded to the government.   (Paper
tickets are only authorized for commercial travel modes

requiring a paper ticket; e.g., some foreign carriers, train, bus.)

b. The Group BDTA (Fiscal Officer) must ensure that the credit is applied to the CBA and along with the AO, needs to ensure that the traveler amends the TA and/or voucher to document the unused/canceled portion of the travel. Amendments/cancellations in the system will adjust the financial systems' obligation and expenditure.

c. An Unused Ticket Report is available in DTS, and can be set up for an organization by contacting the Northrop Grumman Marine System Tier III Help Desk.

d. Emergency or En-route Travel Assistance. Travelers should call the CTO emergency phone number (252) 288-2306 for after-hours or en-route assistance when making itinerary changes. Travelers are required to notify the command AO of any travel changes that would incur additional travel cost to ensure funding has been budgeted. An amendment can be processed to ensure the additional cost is accounted for and funds are properly budgeted. Upon return, travelers will amend their trip record (TA and voucher), as needed, to reflect any changes.

15. Other Organization Funds Travel. Travelers should consult with their ODTA when a different organization (i.e., Army, Air Force, etc.) funds travel and provides an LOA. It is the responsibility of the ODTA or BDTA to contact the Wing FDTA for the traveler using another organization's funds to ensure that the correct LOA is used. The LOA can be a direct cite DTS LOA or an X-ORG LOA which will process directly through the funding organization's Defense Accounting and Disbursing System (DADS).

a. When another organization provides a LOA for direct citing of their funds in DTS, direct-cite funds can only be used in DTS if the applicable DADS for the funding organization can process the transactions through the DTS. If they can, the FDTA will manually add the LOA to the traveler's organization and load funds in the DTS Budget Module for that LOA equal to the amount authorized by the funding organization's funding document. If the funding document does not provide sufficient funds to cover the entire cost of travel, the traveler's organization must either provide their own funds to cover the additional expenses, or secure additional funds from the funding organization.

b. If the accounting or disbursing system responsible for the LOA cannot process transactions using DTS, or if a document contains LOAs for two or more different accountable stations (i.e., multiple Accounting Disbursing Station Numbers, Federal Stock Numbers, or Accumulated Adjustment Accounts), the LOA cannot be directly cited in DTS. Instead, the FDTA will have to create an LOA that will be reimbursable by the funding organization. Otherwise, the transactions will have to be processed outside of DTS using the travel processing procedures already in place.

16. Travel Advances. Travel advances should be approved only as required to perform the mission. An advance allows travelers to obtain necessary funds before trip departure. Advances are limited to those travelers who are not required to have a GTCC. Advances will normally be made up to 80 percent of the "should-cost" estimate. The AO must approve the request in the TA before electronic disbursement. For expenses incurred significantly prior to the departure date, the AO may authorize the non-ATM Advance to be paid immediately; otherwise the EFT will be deposited five days prior to the departure date if approved in advance.

17. Scheduled Partial Payments (SPP). A SPP allows a traveler to be reimbursed periodically for travel expenses. This function is only allowed for trips lasting 46 days or more. When selected, a partial payment schedule is set up to pay the traveler every 30 days. If changes to the paid out date ranges are made to the document, any additional amounts will be paid on the next SPP. SPP are an advance on the travelers' settlement. Travelers and AOs must ensure that cash advances and SPPs do not duplicate the travelers' entitlement and result in a due U.S. debt to the traveler.

(d) Liquidation of Travel Vouchers

1. Completing a Travel Voucher (Claim for reimbursement)

a. For detailed instructions on processing travel vouchers, refer to Chapter 4 of the DTS Document Processing Manual, available via the DTS website (under Training link, Select Training Materials). For local vouchers, refer to Chapter 5 of the same document.

b. Travelers are required to file travel vouchers within five working days from the date of return.

     c. The ODTA will run the DTS "Unsubmitted Voucher" report at least weekly to determine which travelers have not submitted a voucher through DTS as required. Additionally, the ODTA will ensure applicable delinquency letters are sent to travelers who have not submitted a voucher as required. Maintain delinquency documentation either through hard copy binder or electronically to verify and validate letters is being tracked for processing vouchers and inspections purposes.

     d. AOs/COs will review the voucher for correctness by ensuring the correct locality was used, that the maximum lodging allowed was not exceeded, that all claims for expenses to be reimbursed are valid and substantiated with receipts, as applicable. It is imperative that vouchers are immediately processed by the AO to ensure traveler charges to GTCC IBA are paid promptly. All reimbursements will default to a split electronic payment to the bank (travel card vendor) and to the traveler's personal bank account, if the traveler has a GTCC IBA. Rental car, commercial air and lodging expense reimbursements will be forwarded to the travel card vendor. Other expense reimbursements will be forwarded to the traveler's personal bank account, as indicated in the profile. The traveler will be responsible for changing the payment criteria, as deemed necessary. Any funds not forwarded directly to the travel card vendor are the full responsibility of the traveler. Any major changes in cost to the initial TA must be justified and documented in the comments section.

     e. Receipts must be retained for six years and three months. The traveler will scan into the voucher all substantiating records/receipts (to include any applicable messing non-availability statements). All lodging receipts, rental car receipts, and any receipts over $75.00 must be scanned into the voucher claim document before the AO approves the voucher. Receipts must show a paid balance.

     f. AOs will review the voucher plus all receipts for accuracy and make note of any added expenses. If the traveler has included additional costs on the voucher, the AO must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The AO will ensure any unofficial costs are removed from the voucher.

     2. **EFT and Split Disbursements.** DTS automatically computes travel entitlements and initiates split

disbursements via EFT to the traveler's bank account and the GTCC IBA. The Payment Totals screen on the voucher breaks down the dollar value of each disbursement that will be made when a voucher is approved. Travelers must ensure their EFT and GTCC information is correct in their profile. Failure to maintain accurate account information will result in financial hardship to the traveler.

        3. <u>Local Vouchers</u>. Personnel requiring transportation in and around their permanent duty station for mission requirements will generally use government transportation. Travelers will obtain their S-4 officer's authorization prior to using their privately owned vehicle for official requirements. Prior to approving any local vouchers, AOs will ensure that the traveler has provided their S-4 Officer's written verification of the non-availability of government transportation. Travelers are required to electronically attach this written verification (e-mail minimum) to the voucher. Additionally, travelers are not authorized under any circumstances to be reimbursed (through DTS) for purchases that should have been made with a unit purchase card.

        4. <u>Coordinating Instructions</u>. DTS support is structured by 2d MAW and has an LDTA that is responsible for coordinating all aspects of DTS administration. The 2d MAW LDTA will coordinate DTS issues with the Wing FDTA and Group ODTAs. Each 2d MAW Group (S-1) will also be designate as the ODTA for oversight and coordination responsibilities for their unit's use of DTS (an ODTA cannot also be an AO/Certifying Official due to conflict of interest issues given the ODTA's system access). 2d MAW will also have an FDTA to coordinate fiscal (accounting and budgeting) issues with the Wing ODTA and Group ODTA/BDTAs. Additionally, the fiscal officer for each Group is designated as a BDTA for their unit to coordinate fiscal issues.

5. <u>Administration and Logistics</u>. DTS support includes a three tiered help desk system. Tier 1 is the traveler and the local unit AO/Certifying Official and ODTA/FDTA personnel. Tier 2 is at the installation/site level and includes the Wing LDTA/ODTA/FDTA. Tier 3 is the DTS prime contractor to whom only certain Tier 2 personnel will be authorized to contact.
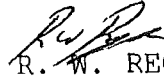
6. <u>Command and Signal</u>

    a. <u>Command</u>. This order is applicable to all units and personnel of 2d MAW.

b. Signal. This order is effective the date signed.

R. W. REGAN
Chief of Staff

DISRIBUTION: A

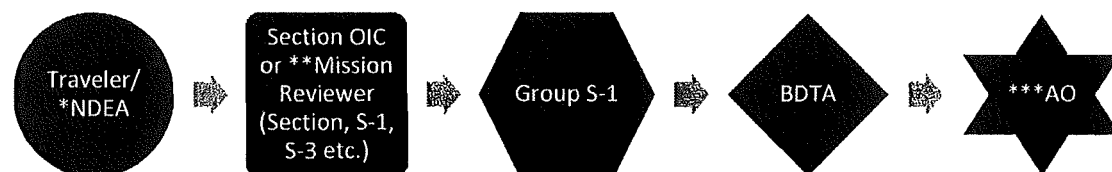## DTS Routing Flow for Authorizations, Vouchers and Local Vouchers

Authorizations

Traveler/*NDEA → CTO → Section OIC or **Mission Reviewer (Section, S-1, S-3 etc.) → Group S-1 → BDTA → AO

Vouchers

Traveler/*NDEA → CTO → Section OIC or **Mission Reviewer (Section, S-1, S-3 etc.) → Group S-1 → BDTA → AO

Local Vouchers

Traveler/*NDEA → Section OIC or **Mission Reviewer (Section, S-1, S-3 etc.) → Group S-1 → BDTA → ***AO

* NDEA - Will only input authorizations for group travel, Commanding Officer, and ITAs.

** Mission Reviewer - Designated individual/billet which authorizes the need and ensures the travel is part of the planned budget for the AOs approval. The Mission Reviewer for the Squadron/Group should be the Marines OIC, S-3, Ops Officer or XO who can validate/justify the TAD requirement for the Unit.

*** AO - For local vouchers, the traveler will include an email (minimal) or written documentation from the S-4 Officer documenting the non-availability.

Enclosure (1)

DTS Training

DTS relies on the honesty and responsibility of the traveler and users. All DTS users are responsible and accountable for understanding and complying with Federal Travel Regulations and government policies for temporary duty travel. The use of this system carries pecuniary (financial) liability. To ensure all DTS users of 2d MAW understand their roles and responsibilities, the following training is required. It is the responsibility of the individual to complete training prior to the use of DTS. Defense Travel Administrators will ensure training is in compliance and assist users in completing requirements.

Traveler/NDEAs

1. Access the DTS website at http:
//www.defensetravel.osd.mil/.

2. Complete the following web-based training (WBT).

    a. DTS Policies and Procedures WBT Module 1.

    b. DTS WBT for System Functionality for travelers and NDEAs.

3. Complete Assessment and print certificate at end of each WBT. Provide a copy of completion certificates to the Unit ODTA.

4. Complete self registration.

5. Upon receipt of training certification and self registration the ODTA will accept you as a traveler in DTS.

Accountable Officials

1. Access the DTS website at http:
///www.defensetravel.osd.mil.

2. Complete WBT.

    a. DTS Policies and procedures WBT Modules 1 and 2.

    b. DTS WBT for System Functionality for Travelers, NDEAs and Routing Officials.

3. Complete Assessment and print certificate at end of each
WET. All AOs must have COL training prior to being appointed
and will provide a copy of completion certification to the Unit
ODTA.

4. Complete self-registration.

5. Upon receipt of training certification and self
registration, the ODTA will grant user permission levels
required to perform DTS responsibilities.

6. Complete DD Form 577. The Certifying Official must sign the
DD Form 577 to appoint an individual as an accountable official
in DTS.

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